

**San Ignacio Vistas, Inc.**  
**Homeowners Association Minutes**  
**Board Meeting – November 12, 2019**  
**Approved via email 11-17-19**

The meeting was held at the Canoa Hills Recreation Center and a quorum of the board was present: Marianne Bishop, Shelli Knopik, and Eileen Ridenour. Also present was Joyce Bulau, chair of Landscape. Because of personal reasons the president was unable to chair this meeting and it was chaired by Marianne Bishop.

The meeting was called to order at 10:40 AM and the agenda was adjusted.

1. COMMITTEE REPORTS:

A. ROADS:

Pat Imgrund was unable to attend the meeting and he emailed the following report:

I have walked the roads once since returning and thankfully -- no surprises. I have spoken with David Tyrpak of Tucson Asphalt and we plan to meet next week. The day and time are not yet set pending road sub-committee members schedules. David told me that they should be able to give us a formal proposal in January. Once the meeting is set, I will let you know in case any board members wish to attend.

B. LANDSCAPE:

At the end of October we exceeded the 2019 contract hours for the Common Area. The remaining 2019 work will be paid from Account 505 – Other Maintenance. Trimming all trees identified as being in need will be scheduled prior to the end of December in order to avail ourselves of money budgeted for 2019.

C. ARCHITECTURAL

Pat Kelly was unable to attend the meeting. The chair reported that homeowners of Lot 222 executed the Release of Liability regarding their irrigation system and the agreement has been recorded.

D. FINANCIAL ADVISORY

Marianne Bishop read the following email from FAC Chair, Ann Striker, providing the committee's recommendation regarding the 2020 HOA dues:

It is our recommendation to keep the 2020 dues the same as 2019 and to retain \$20,000 in the Operating Fund until the end 2020. This will give the committee a chance to review the Plan once the road overlay is accomplished in June.

Jack Powers, Gary Powers and I agree; Pat Imgrund does not.

A MOTION was MADE by Marianne Bishop SECONDED and UNANIMOUSLY PASSED approving the yearly dues for 2020 at \$540 per lot.

A MOTION was MADE by Marianne Bishop SECONDED and UNANIMOUSLY PASSED approving a contribution of \$20,064 to the Reserve Fund for 2020.

## 2. MANAGEMENT REPORT

Marianne has had two meetings with Amy Cordova who is employed part-time by the GVC. Amy, her husband and son moved to Sahuarita from California two years ago. She is wanting to work from home and assume the Reliable Secretary Service business. She has glowing commendations for her commitment and work ethics and Marianne believes her to be a good fit as her replacement. They will work toward this transition during 2020.

## 3. SECRETARY

The minutes of the October 14, 2019 board meeting have been approved via email and are hereby ratified except for one correction: Under continuing business the minutes stated that the part-time employee at GVC is a "single mother" and she is married.

A November newsletter will be distributed with the annual dues together with a reservation form for the Christmas luncheon to be catered by Sweet Peas on December 14, 2019. To date 70 people expressed interest in attending.

To date 12 homes have sold in 2019 with another slated to close by the 2nd of December. Currently we are aware of 3 homes on the market.

In February 2020 board terms are up for Pat Kelly and Eileen Ridenour. Pat stated he will not continue, and Joyce Bulau was approached as to her interest in completing his term.

A MOTION was MADE by Marianne Bishop SECONDED and UNANIMOUSLY PASSED appointing Joyce Bulau to complete Pat Kelly's term.

## 4. TREASURER

The Balance Sheet and Budget vs Actual Expenditures ending October 31, 2019 were reviewed and approved pending Audit. (Attachment A)

A draft of the 2020 budget (Attachment B) was reviewed. It can only be finalized at the February 2020 meeting once we receive a formal proposal for the June overlay from Tucson Asphalt.

## 5. CONTINUING BUSINESS - None

## 6. NEW BUSINESS - None

## 7. ADJOURNMENT

With no further business to be conducted the meeting was adjourned at Noon.

The next scheduled meeting is January 13, 2020 and will be held at the Canoa Hills Recreation Center in the Mesquite Room starting at 9 AM.

Respectfully submitted,  
/s/ Marianne Bishop, Secretary

2:21 PM  
11/4/2019  
Cash Basis

SAN IGNACIO VISTAS, INC.  
Balance Sheet  
As of October 31, 2019

ATTACHMENT A

<b>Current Assets</b>	<u>OPERATING</u>	<u>RESERVE</u>	<u>TOTAL</u>
<b>120 · COMMERCE CHECKING</b>	55,536		
<b>1502 · COMMERCE RESERVE</b>		50,274	
<b>1507 · WASH FED 5yr 2/13/20 APY 1.95%</b>		65,615	
<b>1510 · WELLINGTON -VWENX (MV=76,189)</b>		63,883	
<b>1511 · VANGUARD - MM</b>		10,418	
<b>1512 · 1512 VANGUARD - WTSAX (MV=41,478)</b>		32,819	
<b>1513 · WELLS FARGO CD 3-30-20 2.55%</b>		240,000	
<b>1514 · BMO-11 MO CD 6/2/20 APY 2.40%</b>		105,136	
<b>Due to Reserve Fund</b>	<b>(10,000)</b>	<b>10,000</b>	
	<u><b>45,536</b></u>	<u><b>578,145</b></u>	<u><b>623,681</b></u>
 <b>FUND BALANCES</b>			
<b>300 · Operating Beginning Balance</b>	21,668		21,668
<b>3000 · Reserve Beginning Balance</b>		545,767	545,767
<b>Net Increase/(Decrease)</b>	<u>23,868</u>	<u>32,378</u>	<u>56,245</u>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<u><b>45,536</b></u>	<u><b>578,145</b></u>	<u><b>623,681</b></u>

	Operating		Reserve		Total I
	Actual	Budget	Actual	Budget	Actual
<b>Income</b>					
<b>Operating Revenue</b>					
400 · Assessments	82,120	82,120	41,000	41,000	
410 · Transfer and Document Fees	3,600	3,600			
420 · Operating Fund Interest	796	130			
<b>Total Operating Revenue</b>	<b>86,516</b>	<b>85,850</b>			
<b>Reserve Fund</b>					
4200 · Interest & Dividends			9,564	11,000	
<b>Expense</b>					
<b>Operating</b>					
<b>Maintenance Expenditures</b>					
500 · Yearly Contract	33,333	40,000			
501 · Invasive Grass	2,635	3,000			
502 · Tree Trimming	2,028	5,000			
503 · Utilities	240	550			
505 · Other Maintenance	1,595	4,000			
506 · Erosion Mitigation	0	3,000			
507 · Plant Replace	1,449	2,500			
5000 · Street Repairs			10,383	14,000	
5006 · Erosion Mitigation			7,803	10,000	
<b>Total Maintenance Expenditures</b>	<b>41,280</b>	<b>58,050</b>	<b>18,186</b>	<b>24,000</b>	
<b>Administrative</b>					
510 · Contract Service	11,150	13,400			
511 · Board	332	500			
512 · Legal	(255)	1,500			
<b>513 · Communications</b>					
513.1 · Computer/ Internet	1,826	1,500			
513.2 · Telephone	835	1,400			
513.3 · Office Supplies	32	50			
513.4 · Printing/Reproduction	215	2,300			
513.5 · Postage/Delivery	156	300			
513.6 · Record Storage	588	540			
<b>Total 513 · Communications</b>	<b>3,652</b>	<b>6,090</b>			
<b>Total Administrative</b>	<b>14,879</b>	<b>21,490</b>			
<b>Other Operating</b>					
521 · Insurance	3,435	3,500			
522 · Membership Fee - GVC	2,166	2,170			
523 · Taxes and Contingency	888	600			
<b>Total Other Operating</b>	<b>6,489</b>	<b>6,270</b>			
<b>Total Operating</b>	<b>62,648</b>	<b>85,810</b>			
<b>Total Expense</b>	<b>62,648</b>	<b>85,810</b>	<b>18,186</b>	<b>24,000</b>	
<b>Net Income</b>	<b>23,868</b>	<b>40</b>	<b>32,378</b>	<b>28,000</b>	
<b>Beginning Fund Balance</b>	<b>21,668</b>	<b>17,891</b>	<b>545,767</b>	<b>505,413</b>	
	<b>45,536</b>	<b>17,931</b>	<b>578,145</b>	<b>533,413</b>	<b>623,681</b>

**SAN IGNACIO VISTAS, INC.**

**PROPOSED 2020 BUDGET**

**2020 Dues = 540 per lot**

\$ 123,120

**FUND BREAKDOWN:**

Operating:	452
Reserve:	88
Dues:	540

Income	<u>OPERATING</u>	<u>RESERVE</u>	TOTAL
<b>Operating Revenue</b>			
400 · Assessments	103,120	20,000	123,120
410 · Transfer and Document Fees	3,600		12 houses
420 · Operating Fund Interest	130	11,000	
<b>Total Operating Revenue</b>	<u>106,850</u>	<u>31,000</u>	
<b>Total Income</b>			
<b>Expense</b>			
<b>Operating</b>			
<b>Maintenance Expenditures</b>			
500 · Yearly Contract	40,000		SAME AS 2019
501 · Invasive Grass	4,000		
502 · Tree Trimming	4,000		
503 · Utilities	550		
505 · Other Maintenance	4,000		
506 · Erosion Mitigation	3,000		
507 · Plant Replace	2,500		
5000-Street Repairs		425,209	10 LOCATIONS
5004-Other Maint		<u>2,000</u>	treat weeds at all curbs
<b>Total Maintenance Expenditures</b>	<u>58,050</u>	<u>427,209</u>	
<b>Administrative</b>			
510 · Contract Service	13,716		1143/mo.
510.1 Trainee	4,000		
511 · Board	500		
512 · Legal	1,500		
513 · Communications			
513.1 · Computer and Internet	2,000		
513.2 · Telephone	1,400		
513.3 · Office Supplies	50		
513.4 · Printing/Reproduction	2,300		
513.5 · Postage/Delivery	300		
513.6 · Record Storage	588		
<b>Total 513 · Communications</b>	<u>6,638</u>		
<b>Total Administrative</b>	<u>26,354</u>		
<b>Other Operating</b>			
521 · Insurance	3,500		
522 · Membership Fee - GVC	2,170		
523 · Taxes and Contingency	1,000		Reserves
<b>Total Other Operating</b>	<u>6,670</u>		
<b>Total Operating</b>	<u>91,074</u>		
<b>Profit or (Loss)</b>	<u>15,776</u>	<u>(396,209)</u>	